

# SEFSC Safety Improvement Plan



## Safety Improvement Plan Elements

- 1 Safety Training
- 2 Dedicated Facility POCs
- 3 Mishap Reporting
- 4 Annual Program Review

SEFSC ES&H Web Page @

[www.sefsc.noaa.gov](http://www.sefsc.noaa.gov)

### Programs Include:

- Safety Alerts
- Lab Safety
- MSDSs
- HazCom
- Industrial Safety
- Environmental
- HazMat Issues

## Mission Statement

The SEFSC continues to provide and promote a safe and healthful work environment and to foster a positive safety and health attitude in managers, supervisors, employees and others (including visitors and contractors).

## Responsibilities

All employees have a responsibility to promote safety in the workplace. At the management level, supervisors who have direct responsibility for working environments are responsible for ensuring their employees freedom from hazards. Ultimately, the individual worker must assume personal responsibility for ensuring workplace safety for themselves and fellow employees.

## Element 1 - Safety Training

The goal of the SEFSC safety training program is to prevent accidents and illnesses. This goal can only be achieved through a well developed and coordinated training effort which incorporates training for employees, as well as supervisors and senior management.

The SEFSC training program is designed in a manner: 1) which will instruct individual employees in the performance of their work in a safe and healthful manner; 2) which is appropriate to the responsibility level of the individual.

Senior management and supervisory personnel will complete required training within 6 months; however, employee training is ongoing.

Copies of training records will be maintained at each facility for a period of 5 years.

## Element 2 – Dedicated Facility Point of Contacts

Dedicated safety and environmental Points of Contact (POCs) at each SEFSC laboratory, acting on a collateral basis. These individuals have received initial safety and/or environmental training; additionally, re-training is required on an annual basis. The Regional ES&H Officer oversees the status of continuing education.

Laboratory	Title	Name
SEFSC	Environmental, Safety &Health	D. Poulos
Miami, FL	Chemical Hygiene Officer Area Safety Representative Environmental Compliance Officer	Dr. R. Ewing J. Willoughby R. Walker
Panama City, FL	Area Safety Representative Environmental Compliance Officer	B. Blake A. Collins
Pascagoula, MS	Area Safety Representative Environmental Compliance Officer	A. Hamilton C. Hinkel
Stennis, MS	Area Safety Representative & Environmental Compliance Officer	N. May
Galveston, TX	Area Safety Representative & Environmental Compliance Officer	T. Williams

**“Near Miss?  
Don’t Ignore it,  
Report it.”**



**“Our Jobs are  
Anchored in  
Safety.”**

## Element 3 – Mishap Reporting

Reporting incidents, accidents, hazards and near misses has been shown to be a valuable tool in assessing the success of any safety program. It is also an extremely important source for determining where unsafe conditions exist and as such provides information for structuring training programs.

The NOAA policy is that all significant work related mishaps resulting in an employee related injury or illness, or a work related accident in excess of \$1,000 in property damage, shall be reported to SEFSC senior management and to the NOAA Fisheries Deputy Assistant Administrator for Operations as soon as possible or within 24 hours at the latest.

### Mishap Reporting Procedure

Obtain Mishap Report Form at

<http://www.sefsc.noaa.gov/safetyalerts.jsp>

1. Responsible Supervisor of affected employee is responsible for completing the Mishap Report Form and verbally contacting SEFSC Directorship.
2. Provide as much information as immediately available, including.
  - a. Supervisor contact information (e.g., name, phone number, facility).
  - b. Affected employee or equipment identification (e.g., name, phone number, job title, work location).
  - c. Date/Time/Location/Type of Mishap.
  - d. Description of Mishap.
  - e. Corrective/Preventative actions implemented as a result of Mishap.
  - f. Recommendations concerning Mishap.
3. Do not delay report submittal on the basis of incomplete information. Additional information can be added when it becomes available.

## Element 4 – Annual Program Review

Identification of the most serious problems may be accomplished by reviewing Mishap Report Forms and Near Misses, in conjunction with the OSHA 200 logs which are used to record injuries and accidents.

This information can then be used to identifying trends in accidents and injuries.

Factors such as type of

tasks, weather, time of day, time of year and type of equipment used may reveal areas of the safety program which need to be addressed.

Reporting and recording mishaps, accidents, hazards and near misses have been shown to be a valuable tool in assessing the success of the safety program. It also is an important source for determining where unsafe

conditions exist and thus provides information for structuring training programs.

SEFSC has already initiated a tracking procedure for accidents and mishaps and will use this information to make necessary programmatic changes to prevent future mishaps.